

Policy Number: ERSEA 009	Title: Re-Enrollment of a Five Year Old Student
Performance Standard: 1302.15 (b) (2) USD 418 BOE Policy:	Original Date: 5/2014 Reviewed: 5/2020 DB, 10/2020
	Policy Council Approval/Revision: 12/9/14, 2/2018 BOE Approval: 12/9/14,2/2018

POLICY:

The program implements a formal process for re-enrollment considerations of a 5-year-old kindergarten aged children into the McPherson /Marion Early Childhood program.

PROCEDURE:

1. A kindergarten-aged child who is being considered for re-enrollment must meet the following criteria:

- a. The child was enrolled in the McPherson/Marion 4 year old program the year prior to re-enrollment consideration.
- b. The child has a summer birthday. Summer birthday is defined as; months May 15 – August 31st.
- c. The child is developmentally and/or socially not ready for kindergarten.
- d. The child is currently on an IEP and the team recommends retention.
- e. Be approved by the Regional Office of Head Start.

2. The following documentation is required for re-enrollment consideration.

- a. A letter stating the parent and teachers recommendation for the child to remain in the program for another year.
- b. Documentation from the school district indicating that the child will not be provided kindergarten services and why.
- c. An IEP that documents the child’s disability and that he/she will be receiving preschool special education services in the upcoming school year.
- d. Verification of date of birth

3. The following procedure will be followed to ensure re-enrollment considerations:

- a. Principal or Director will attend the staffing/meetings of a child where the teacher and or a parent are requesting he/she remain in the program.

- b. The updated IEP will state the team's recommendation of placement in the Early Childhood Program with approval/signatures on the IEP.
- c. All required documentation will be sent to the Director for review by May 15.
- d. All required documentation will be submitted to the Regional Office of Head Start.
- e. The child has completed an enrollment application for the upcoming school year.
- f. The Director of the McPherson/Marion Early Childhood Program will make the final decision.